

**2014 Great Basin
Priority Trainee Program**



Approved By: /s/ Kelly Woods
Geographic Area Training Representative

Date: 6/2014

Approved By: _____
Great Basin Training Committee Chair

Date: _____

Approved By: /s/ Michael Morcom
Great Basin Coordinating Group Chair

Date: 6/2014

Purpose

The purpose of the Great Basin Priority Trainee Program (GBPTP) is to establish a uniform process to identify and promote employees in completing wildland fire management experience requirements to achieve agency positions and qualifications and to support succession planning for Incident Management Teams.

General Information

The nomination and prioritization process for trainees to participate in the GBPTP is similar to the process already in place for interagency fire training. Nomination forms and program information can be found on the Eastern Great Basin Coordination Center Overhead webpage.

The process to participate in the priority trainee program:

- Trainees will work with local unit fire training officers to complete the nomination form.
- Local unit training officers will prioritize trainees by position and submit their lists to the Zone Training Representative.
- The Zone Training Representatives will determine trainee priorities by position for the zone.
- The Zone Training Representatives and the Great Basin Training Committee will set final Great Basin priorities for each position.
- The Great Basin GATR will compile and maintain the list and provide it to the coordination centers.
- When there is an opportunity for a trainee to mobilize within or outside of the Great Basin, the coordination centers will utilize the priority trainee list to fill the orders.

Great Basin Priority Training Nomination Form (*See attached*)

The priority score for each trainee will be based on:

- Percentage of Position Task Book (PTB) completion
- Months until PTB expiration
- Position Job Requirement (example IFPM/FSFPM and any other agency's similar program in the Great Basin)
- Required for position description qualification in primary job.
- Qualification is needed to fill critical incident management capacity shortage at the local unit.
- Qualification is required for career development and identified in employee's Individual Development Plan.
- Other (i.e. personal development).
- Needs assignment for Recertification (was previously qualified but has lost currency).

Standard Operating Procedures

Trainee, Supervisor and Training Officer

- The trainee will work with their supervisor to identify their career objectives in their Individual Development Plan (IDP).
- The unit training officer will review the employee's IDP and training and experience record.
- With approval from the supervisor, a position task book will be initiated in the qualification system (IQCS or IQS) and the trainee will work with the unit training officer to complete the Priority Trainee nomination form for inclusion in the trainee prioritization program.
- Trainees wishing to participate on incident management teams (IMTs) should also apply in ICAP during the annual open period.
- Unit training officers will ensure non-fire management employees, i.e., "militia" employees, are included in the trainee prioritization program.

Incident Training Specialist (TNSP)

- TNSPs are responsible to document each assignment for a Priority Trainee including:
 - PTB percentage completed
 - Performance evaluation
- A copy of the trainee documentation package will be included in the incident documentation package and sent to the GATR.

Zone Training Representative

- Each Zone Training Representative will submit a copy of the Forms and Trainee Prioritization Worksheet for their Zone to the GB Training Committee by the third week of March annually.
- Any unique Great Basin trainees (technical specialists, READS, etc.) should be incorporated by the Zones into their trainee spreadsheet. If not, the GATR will prioritize at the GACC level.

Great Basin Training Committee

- The zone worksheets will be compiled into a master worksheet by the GB training committee by the end of March annually.
- The committee will follow the same prioritization procedures used for setting course priorities when zone priority scores for a position are identical.
- The committee chair will sign and submit the Trainee Prioritization report to the GBCG.

Geographic Area Training Representative (GATR)

- The GATR (for the GB training committee) will maintain the annual Great Basin combined Trainee Prioritization Worksheet and provide it to the GB coordination and local dispatch centers.
- The GATR, working with the GB coordination center coordinators, Incident Training

Specialists and other GATRs, will solicit assignments for trainees within and outside the Geographic Area based on levels of activity and opportunity.

- The GATR will maintain an availability list of priority trainees for use by the coordination centers in mobilizing trainees from updates provided by the zones. The availability list will be updated as dictated throughout the fire season.
- Incident Training Specialists will forward performance evaluations for all priority trainees to the GATR. The GATR will forward all negative performance evaluations to the trainee's Operations Committee agency representative.
- The GATR will assist other GATRs in placing their priority trainees on GB incidents when opportunities exist. GB priority trainees will always take precedence for assignment to GB incidents.
- The Trainee Prioritization Tracking Worksheet will be used to track individual participation on fire assignments. This worksheet will be filled out by the GBCC and GATR as assignments are filled. This worksheet will be used to prepare the final report.
- The GATR will provide a report to the committee by the October meeting for their review

Great Basin Coordination Centers

- GBCC will use the Trainee Prioritization worksheet to the greatest extent possible for filling all trainee orders received, including any special trainee programs established in the Great Basin.
- The hosting GB GACC will contact the GATR for trainees and/or mobilize from the priority trainee list provided by the GATR for mobilization of trainees.
- Name requests for priority trainees will be honored within the GB and nationally. Indicate in the ROSS Documentation field that the name request is for a Priority Trainee.
- Trainees already assigned to an incident may be ordered to another incident in their priority trainee position. Length of incident assignment rules (e.g. on day 10 of 14) or distance to meet date/time requested may preclude reassignment.
- EGBCC will post information concerning this program on its website.

Great Basin Operations Committee and Incident Management Teams

- The GB Operations Committee and ICs will use the priority worksheet to select trainees for vacant positions on Incident Management Teams if ICAP applicants are insufficient to fill team rosters. Trainees who applied to IMTs will be placed on teams based on their priority ranking.
- Once an IMT selected trainee is recommended for certification they will be removed from the team. The team IC will notify the GATR of the vacancy created and may request additional priority trainees, by position, from the GB priority trainee list.
- Incident Training Specialists will coordinate with the GATR and hosting GB GACC to fill trainee positions on incidents.
- *Also see Chapter 20 and Appendix 1 of the Great Basin Mobilization Guide.*

Trainee Availability

- Trainees are responsible for maintaining their availability for trainee assignments in ROSS, either personally through their ROSS account, through their unit dispatcher, or with the assistance of their unit training representative.
- Trainees will status themselves as available in ROSS when they wish to be available for trainee assignments. When trainees are unavailable for assignments their status must be changed to unavailable in ROSS.
- Trainees who list themselves as available in ROSS who subsequently refuse one or more priority trainee assignments when not committed to an incident may be moved to the bottom of the list.

Great Basin Priority Training Program Nomination Form

| | |
|---|---|
| | Unit Priority by Position: _____ of _____ Co-op/Agency Priority by Position: _____ of _____ Zone Priority by Position: _____ of _____ |
| Employee Name | Email Address |
| Home Unit Identifier (e.g. UT-ASF) | |
| Local Dispatch Office Unit ID (e.g. ID-BDC) | |
| Employment Classification Agency, Cooperator or Emergency Firefighter (AD) | |
| Trainee Position Applying For (create one form for each trainee position employee applies for) | |
| Date of First Position Task Book Assignment | |
| Date of Last Assignment in this Trainee Position | |
| Relevant Red Card Qualifications (use position mnemonic) | |

Points (to be validated by Unit Training Officer)

| Percentage of PTB Completed (E.g. - # of completed tasks divided by # of total tasks. This will give a number similar to 0.27, that is 27% = 3 points.) | | Months Until Current PTB Expires | |
|--|--------|----------------------------------|--------|
| Percentage | Points | Months | Points |
| 90-100 | 10 | 0-6 | 10 |
| 80-89 | 9 | 7-12 | 8 |
| 70-79 | 8 | 13-18 | 6 |
| 60-69 | 7 | 19-24 | 4 |
| 50-59 | 6 | 25-30 | 2 |
| 40-49 | 5 | 31-36 | 1 |
| 30-39 | 4 | | |
| 20-29 | 3 | | |
| 10-19 | 2 | | |
| 0-9 | 1 | | |
| Needs assignment for recertification (was previously qualified but has lost currency) | | Y= 10 | N = 0 |
| Other Factors: (pick one) | | | |
| Required for position description qualification in primary job (justify in comments below). | | 20 | |
| Qualification needed to fill critical incident management capacity shortage at the local unit level for Type 3. | | 10 | |
| Qualification is required for career development and identified in employee's IDP. | | 5 | |
| Other (i.e. personal development) | | 1 | |
| Circle the appropriate points for each attribute and total here | | Total Points | |

Comments/Justification (Example: Qualification is required for my position within three years.)

SIGNATURES:

I agree to follow the GB Standard Operating Procedures of the Priority Trainee Program.

____ Phone _____
 Trainee Signature Date

I agree to support this program and make the above individual available for trainee assignments.

____ Phone _____
 Supervisor/ FMO Signature Date

____ Phone _____
 Validated by Unit Training Officer Signature Date